

## STORE COMMUNICATIONS

DAY - Thursday

DATE - 10/14/10

**REGISTER 1 TOP**

TILL DROP LOG

**REGISTER 1 BOTTOM**

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dario	6146521	BR	309

## REGISTER 2 TOP

### TILL-DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	6146525	BR	12:32
Ezrajon	6146527	EMT	10:10
Fred	6146515	EMT	11:10

## REGISTER 2 BOTTOM

### THE DROPOUT LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
BNTT	6146523	ZR	3:05

**REGISTER 3 TOP**

TILL DRÖBLOOM

REGISTER STOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
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**REGISTER 3 BOTTOM**

THE DROPOLOG

## REGISTER 4 TOP

#### THE DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
1			
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**REGISTER 4 BOTTOM**

## **TILL DROP LOG**

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2249.08

DO NOT DISCARD UPON REMOVAL DATE 10/14  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

125693554

DATE:		DEPOSIT TICKET																				TO REORDER CALL 1-888-750-4545 AND REFERENCE ORDER #ZZN54431					
																						COLLARS	CENTS				
DATE:	1/14/01	CHECKS	LIST EACH	COLLARS	CENTS																						
COIN																											
DEPOSITS	4			1	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00		
16	17			2	51	60	1	10	11	12	13	14	15	16	17	18	19	20									
18	19			3	69	38	9	10																			
20	21			4	16	51	60	1	10																		
22	23			5	58	38	9	10																			
24	25			6	16	51	60	1	10																		
26	27			7	16	51	60	1	10																		
28	29			8	16	51	60	1	10																		
30	31			9	16	51	60	1	10																		
32	33			10	16	51	60	1	10																		
34	35			11	16	51	60	1	10																		
36	37			12	16	51	60	1	10																		
38	39			13	16	51	60	1	10																		
40	41			14	16	51	60	1	10																		
42	43			15	16	51	60	1	10																		
44	45			16	16	51	60	1	10																		
46	47			17	16	51	60	1	10																		
48	49			18	16	51	60	1	10																		
50	51			19	16	51	60	1	10																		
52	53			20	16	51	60	1	10																		
54	55			21	16	51	60	1	10																		
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68	69			28	16	51	60	1	10																		
70	71			29	16	51	60	1	10																		
72	73			30	16	51	60	1	10																		
74	75			31	16	51	60	1	10																		
76	77			32	16	51	60	1	10																		
78	79			33	16	51	60	1	10																		
80	81			34	16	51	60	1	10																		
82	83			35	16	51	60	1	10																		
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100	101			44	16	51	60	1	10																		
102	103			45	16	51	60	1	10																		
104	105			46	16	51	60	1	10																		
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108	109			48	16	51	60	1	10																		
110	111			49	16	51	60	1	10																		
112	113			50	16	51	60	1	10																		
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118	119			53	16	51	60	1	10																		
120	121			54	16	51	60	1	10																		
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138	139			63	16	51	60	1	10																		
140	141			64	16	51	60	1	10																		
142	143			65	16	51	60	1	10																		
144	145			66	16	51	60	1	10																		
146	147			67	16	51	60	1	10																		
148	149			68	16	51	60	1	10																		
150	151			69	16	51	60	1	10																		
152	153			70	16	51	60	1	10																		
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158	159			73	16	51	60	1	10																		
160	161			74	16	51	60	1	10																		
162	163			75	16	51	60	1	10																		
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170	171			79	16	51	60	1	10																		
172	173			80	16	51	60	1	10																		
174	175			81	16	51	60	1	10																		
176	177			82	16	51	60	1	10																		
178	179			83	16	51	60	1	10																		
180	181			84	16	51	60	1	10																		
182	183			85	16	51	60	1	10																		
184	185			86	16	51	60	1	10																		
186	187			87	16	51	60	1	10																		
188	189			88	16	51	60	1	10																		
190	191			89	16	51	60	1	10																		

## Cash Management Log

DAY- Thursday DATE - 10/14/10

## SAFE COUNT

NAME	OPEN:	OPEN:	MID 1:	MID 2:	MID 3:	CLOSE:	
SAFE COUNT	START	END	START	END	START	END	
TIME	6:00	11:30	11:30			3:30	11:10
\$0.01	25	25	25	21		21	20
\$0.05	14	14	14	30		30	24
\$0.10	130	130	130	120		125	90
\$0.25	160	160	160	110		115	80
\$1.00	141	141	141	174		170	101
\$2.00	0	0	0	0		0	0
\$5.00	740	7400	740	7400		745	415
\$10.00	50	50	50	110		110	110
\$20.00	1140	1140	1140	1120		1125	1410
OTHER \$'s	0	0	0	0		0	0
Total Change Fund	2400	2400	2400	2400		2400	4000
# Tills/Total \$	4/200	0	0	0		0	0
# Till Drops	11	7	7	0		10	10
Cust. Recov. Cert.	S2	S2	52	52		51	52
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	16	TL	TL	TL		10	10
Comments:							

## Report Store Operating Funds

Signature: \_\_\_\_\_ \$ Amount Entered: \_\_\_\_\_

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<i>Brett Rogers</i>	Taken By Cash Controller:	<i>Brett Rogers</i>
Preparing Deposit:	<i>Brett Rogers</i>	Date to Bank:	<i>10/14/10</i>
Start Time:	<i>12:43</i>	Time to Bank:	<i>1:21</i>
Deposit Bag #:	<i>1256935543</i>	Deposit Bag #:	<i>1256935543</i>
Deposit Witness:	<i>DR</i>	Banking Witness:	<i>DR</i>
Deposit \$:	<i>2269.08</i>	Bank Validated \$:	<i>2269.08</i>
Completion Time:	<i>1:13</i>	Bank Validation Time:	<i>152</i>
Change Order \$:	<i>20.00</i>	Change \$ Received:	<i>20.00</i>
Comments:		Comments:	

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	<i>112</i>
Date:	<i>10/14</i>
Partner Name:	<i>DOJUAN</i>
Register ID	
Over/Short \$:	<i>-0.04</i>
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1697387	<i>BR</i>	<i>44417169</i>	<i>DR</i>	<i>11:25</i>
1590769	<i>F.B.</i>	<i>44417170</i>	<i>DR</i>	<i>10:30am</i>

## PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:	TIME:
CC WITNESS (mandatory):		
DROP BAG #':		
Comments:		

## DM VERIFICATION

DM Signature: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_

\*Witness on tip drop removals must be the scheduled cash controller





## Cash Management Log

## SAFE COUNT

### **Report Store Operating Funds**

Signature:

\$ Amount Entered:

**Attach validated deposit slip/courier slip and deposit bag receipt to this sheet**

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<i>Biche</i>	Taken By Cash Controller:	<i>Rich</i>
Preparing Deposit:		Date to Bank:	<i>10/15</i>
Start Time:	<i>2:15</i>	Time to Bank:	<i>3:08</i>
Deposit Bag #:	<i>125693 5535</i>	Deposit Bag #:	<i>125693 5535</i>
Deposit Witness:	<i>SPB</i>	Banking Witness:	<i>SPB</i>
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:	Comments:		

**Deposit Witness** confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section

Deposits and disbursements made during the period of the audit, including the date of deposit and date of disbursement, are accounted and recorded in the Deposit to Bank section.

**PARTNER TILL AUDIT #1**

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

**PARTNER TIP REMOVAL (weekly)**

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

## Cash Management Log

## STORE COMMUNICATIONS

DAY - Sat

DATE - 10/16/10

1/2 Coffee trailer  
at 5:00 pm.

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	0614623	DP	11:21
No Name	06146495	61	0:33

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dario	06146501	01	8:33

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Fred	06146400	61	11:53

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$-----  
DO NOT DISCARD UPON REMOVAL DATE:-----  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT-----

125693552



## Deposit Report

West 23rd and 8th -

Business Date: 10/16/2010

Kenneth Ringstaff

Deposit

Printed on 10/16/2010 12:56:07 PM

ID	Name	State	Current Balance	Open Time
138	Deposit	Finalized	2482.01	10/16/2010 12:53:34 PM
<b>Reference</b>				
Receptacle	Item	Amount		Reason
128 - Starting Till	Cash	336.74		
129 - Starting Till	Cash	397.00		
130 - Starting Till	Cash	658.36		
132 - Starting Till	Cash	1089.91		

## Cash Management Log

DAY- Sat DATE - 10/14/10

### SAFE COUNT

### Report Store Operating Funds

Signature: \_\_\_\_\_ \$ Amount Entered: \_\_\_\_\_

**Attach validated deposit slip/courier slip and deposit bag receipt to this sheet**

#### DEPOSIT INFORMATION

DEPOSIT INFORMATION		DEPOSIT TO BANK	
Deposit Prep:		Taken By Cash Controller:	MC
Cash Controller Preparing Deposit:	D	Date to Bank:	10/10/10
Start Time:	1:12 pm	Time to Bank:	1:32 pm
Deposit Bag #:	125693552	Deposit Bag #:	125693552
Deposit Witness:	171	Banking Witness:	171
Deposit \$:	\$2182.01	Bank Validated \$:	\$2182.01
Completion Time:	1:22 pm	Bank Validation Time:	1:48 pm
Change Order \$:	\$100.00	Change \$ Received:	\$900.00
Comments:	Comments:		

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed depcsht bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
134 5329	BR	44417173		

## **PARTNER TIP REMOVAL (weekly)**

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

## STORE COMMUNICATIONS

DAY - Sunday

DATE - 10/17/10

Hiy Liz,

I completely forgot that we  
don't have the pills to clean the  
espresso machines so we couldn't  
clean them because I couldn't  
run to get them from another store.  
Would you please try to get some  
from 19th & 8th and run a  
cleaning cycle?

Thanks,  
Gaby

**REGISTER 1 TOP**

**REGISTER 1 BOTTOM**

## REGISTER 2 TOP

PARTNER	DROP BAG #	CC INITIALS	TIME
Glen	0146497	gmt	10:00
Gaby	06146478	gf	3:32

## REGISTER : BOTTOM

### REGISTER 3 TOP

**REGISTER 3 BOTTOM**

**REGISTER 4 TOP**

**REGISTER BOTTOM**

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL 2541.62

DO NOT DISCARD UPON REMOVAL DATE 10/14  
STAPLE TO CASH MANAGEMENT Log WITH VALIDATED RECEIPT

125693551

TrainSource

TO REORDER  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #ZZN54431

**TOTAL  
ITEMS** *(Signature)*

**DEPOSIT TICKET**

## Cash Management Log

DAY- Sunday DATE - 10/17/10

24  
20  
16  
4

## SAFE COUNT

### **Report Store Operating Funds**

Signature: \_\_\_\_\_

\$ Amount Entered:

**Attach validated deposit slip/courier slip and deposit bag receipt to this sheet**

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller Preparing Deposit:	UZ	Taken By Cash Controller:	
Start Time:	8:40	Date to Bank:	NA
Deposit Bag #:	1201975510	Time to Bank:	
Deposit Witness:	RLP (Randy L. Palmer)	Deposit Bag #:	
Deposit \$:	2531.62	Banking Witness:	
Completion Time:		Bank Validated \$:	
Change Order \$:	NA	Bank Validation Time:	NA
Comments:	Comments:		

**\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section**

**\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.**

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
K52501	JRM	52179453		6.18 PM
502501		52179452		6.18 PM

**PARTNER TIP REMOVAL (weekly)**

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

## CASH MANAGEMENT TROUBLESHOOTING

**ISSUE: Till is short opening fund when CC counts down drawer after final use.**

## Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

## Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. *Record removal of funds (\$ amount and Register ID #, Top/Bottom) on Comments section of Safe Count Log.*
4. The shortage in the change bank must be corrected when the deposit is prepared.

**NEXT DAY:**

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. *Record removal of funds (\$ amount and Register ID #, Top/Bottom) on the Comments section of the Deposit Prep Log.*

**ISSUE: Unassigned till is over opening funds.**

## Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

## Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

**NEXT DAY:**

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

**ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.**

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

## Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

**ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.**

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

## Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

**ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.**

## Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

## Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
  - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

**NOTE:** If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. *After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).*

**ISSUE: Consolidated till drop bag funds do not match MWS deposit total:**

## Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

## Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. *Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).*

 Week 3  
Oct 18 - 24

**Cash Management Log Policies, Standards & Procedures**

The Cash Management Log must be completed each day. Print legibly and complete in pen.  
Store operating funds and tip funds must be secured at all times.

**Till Drop Procedure (Cash Controller):**

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

**Final Use Till Count Procedure (Cash Controller):**

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

**Safe Count Procedure (Cash Controller):**

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

**Deposit Log (Cash Controller):**

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared **after** 8am and must be transported to the bank **by** 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

**Deposit Prep Section Procedure:**

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

**Deposit to Bank Section Procedure:**

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

**Till Audit Procedure (Store Manager):**

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

**Report Store Operating Funds Procedure (Store Manager):**

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 – to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

**Tip Drop Procedure (all partners):**

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

**Tip Drop Removal Procedure**

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as **Witness** and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #s.

**Accountability and Duty to Report**

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792 (866/614-0760 for French-speaking partners).

## STORE COMMUNICATIONS

DAY - Monday

DATE - 10/18/10

## REGISTER 1 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	W444473	EMT	11:40
Gaby	06146465	GT	4:41

**REGISTER 1 BOTTOM**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Liz	0646467	GT	4:41

## REGISTER 2 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	16140401	FMT	5:30
D	06146461	DP	1/05

REGISTER BELOW

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Daj von	Wd Wt 7	gmg	1:30

## REGISTER 3 TOP

**REGISTER 3 BOTTOM**

REGISTERED

Digitized by srujanika@gmail.com

STARBUCKS COFFEE COMPANY DEPOSIT RECORDED GRAND TOTAL \$ 1992.04  
DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT 01/16

117026521

TransSource



## STORE COMMUNICATIONS

DAY -

DATE -

**REGISTER 1 TOP**

**TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	6489	gn	2:1
→ →	06196857	DP	11:11

## REGISTER 1 BOTTOM

**TILL DROP LOG**

REGISTER / BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
WZ <del>JK</del>	16140055	EMT	4:15

## REGISTER 2 TOP

## THE PROPHETS

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Bilal Kamran	6483 06146487	BN DP	2:17 7:05

**REGISTERATION**

THE DROBES

PARTNER		DROP BAG #	CC	TIME
NAME			INITIALS	
Andre		6491	BN	2:17

**REGISTER 3 TOP**

TILL DRÖBBLÖC

**REGISTER 3 BOTTOM**

第六章

## REGISTERATION

THE ROBOTIC

REGISTER AT [WWW.REGISTER.COM](http://WWW.REGISTER.COM)

2014 RELEASE UNDER E.O. 14176

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$-----  
DO NOT DISCARD UPON REMOVAL DATE: -----  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT -----  
**125693678**

an Source

11/12 - *Author*  
 11/12 - *Author*  
 DAY - Tuesday DATE - 10/19/10

### Cash Management Log

SAFE COUNT										
NAME	OPEN:	BL	MID 1:	W2	MID 2:	W3	MID 3:	CLOSE:	BL	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	4:53				2:30	4:20			4:30	11:12
\$0.01	17	17			17	13			13	\$12
\$0.05	14	14			14	10			10	68
\$0.10	75	75			75	55			55	\$75
\$0.25	230	230			230	1160			160	\$140
\$1.00	134	104	104		104	117			117	\$150
\$2.00	-		10		10	8			10	80
\$5.00	760	670	670		670	675			635	\$405
\$10.00	1980	70	70		70	70			90	\$120
\$20.00	1000	1200	1200		1200	1200			1200	\$1500
OTHER \$'s		0			8	8			90	0
Total Change Fund	2400	2380			2500	2500			2380	2380
# Tills/Total \$	14 & 200	—			0	0			0	40200
# Till Drops	0	0			100M	100M			TC	TC
Cust. Recov. Cert.	112.54	34			54	54			54	54
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags					100M	100M			TC	TC
Comments:	I put 20 in sometimes till									

### Report Store Operating Funds

Signature:

\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

### DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<i>Blle</i>	Taken By Cash Controller:	<i>Blle</i>
Preparing Deposit:	<i>Blle</i>	Date to Bank:	<i>10/19/10</i>
Start Time:	<i>11:15 AM</i>	Time to Bank:	<i>11:31</i>
Deposit Bag #:	<i>1256936780</i>	Deposit Bag #:	<i>1256936780</i>
Dipped Witness:	<input checked="" type="checkbox"/>	Banking Witness:	<input checked="" type="checkbox"/>
Deposit \$:	<i>2272.57</i>	Bank Validated \$:	
Completion Time:	<i>11:47</i>	Bank Validation Time:	
Change Order \$:	<i>0</i>	Change \$ Received:	
Comments:	Comments:		

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

### PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

### PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

### PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

### PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<i>1153614</i>	<i>Blle</i>	<i>331780</i>	<i>Blle</i>	<i>11</i>

### PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

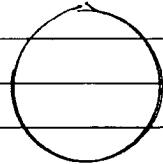
### DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

## Cash Management Log

## STORE COMMUNICATIONS

DAY - SundayDATE - 10/24/10

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
<del>John</del> Dino	6146405	BL	10.08

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
OMAR	6146403	BL	4:26
Fred	6146401	BL	11:14

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

117026516

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2395.73  
DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT 10/24

TianSource

DEPOSIT TICKET		STARBUCKS COFFEE COMPANY STORE #3421 WEST 33RD & 8TH												DEPOSIT TICKET																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
ITEM	DESCRIPTION	AMOUNT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							

## Cash Management Log

DAY- Sunday DATE - 10/17/10

## SAFE COUNT

## **Report Store Operating Funds**

Signature: \_\_\_\_\_ \$ Amount Entered: \_\_\_\_\_

**Attach validated deposit slip/courier slip and deposit bag receipt to this sheet**

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller Preparing Deposit:	UZ	Taken By Cash Controller:	UZ
Start Time:	11:30	Date to Bank:	10/25
Deposit Bag #:	11FOL0516	Time to Bank:	
Deposit Witness:	CB	Deposit Bag #:	11FOL0516
Deposit \$:	9375.73	Banker Witness:	CB
Completion Time:	11:55	Bank Validated \$:	9375.73
Change Order \$:	NA	Bank Validation Time:	
Comments:		Comments:	

**\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section**

**\*\*Banking Witness** confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1697387	BL	52179461	BB	9:08
"	BF	52179466	BB	9:08
"	BL	52179462	BB	9:08

## **PARTNER TIP REMOVAL (weekly)**

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

## Cash Management Log

## STORE COMMUNICATIONS

DAY - Wednesday

DATE - 10/20/10

**REGISTER 1 TOP**

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	6453	BR	1:03
Sabry	06146447	AT	11:00

## REGISTER 1 BOTTOM

**TILL DROP LOG**

## REGISTER 2 TOP

## FIELDROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andres	6455	BT	1:07
Liz	06146451	GT	3:47
Darol	06146449	GT	9:13

## REGISTER 2 BOTTOM

## TILE DROP LOG

**REGISTER 3 TOP**

**TILL DROP LOG**

**REGISTER 3 BOTTOM**

**TILL DROP LOG**

**REGISTER ATOP**

## THE DROP EGGS

## REGISTER 4 BOTTOM

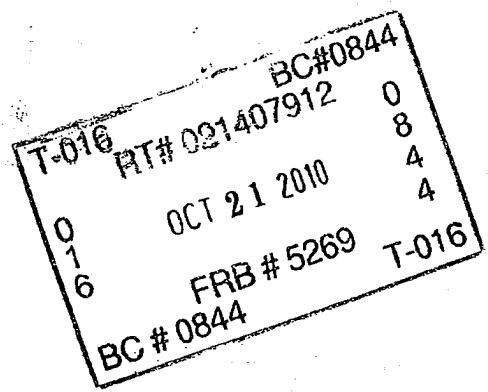
## FILE-DROP LOG

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$-----

DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

117026520





## Cash Management Log

DAY- Wednesday DATE - 10/12/10

## SAFE COUNT

NAME	OPEN:	Blake	MID 1:	MID 2:		MID 3:		CLOSE:	Start	End
SAFE COUNT	START	END	START	END	START	END	START	END	Start	End
TIME	6:20	3:15							3:25	11:05
\$0.01	12	11							10	8
\$0.05	8	4							4	0
\$0.10	45	45							45	35
\$0.25	140	90							90	50
\$1.00	1450	133							133	140
\$2.00									0	0
\$5.00	405	420							420	230
\$10.00	120	130	120						130	170
\$20.00	1500	1460							1460	1660
OTHER \$'s		100							1000	1000
Total Change Fund	2330	2393.00							2396	2393
# Tills/Total \$	40200	0							0	40200
# Till Drops	0	0							TC	TC
Cust. Recov. Cert.	52	54							52	54
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags									7L	7L
Comments:										

## Report Store Operating Funds

Signature: \_\_\_\_\_ \$ Amount Entered: \_\_\_\_\_

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller Preparing Deposit:	Blake	Taken By Cash Controller:	
Start Time:	11:50	Date to Bank:	
Deposit Bag #:	1170265209	Time to Bank:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:		Comments:	

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
15250	DM	TBS2179453	G	4:00
15250	DM	TBS2179456	GT	4:00

## PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:	TIME:
CC WITNESS (mandatory):		
DROP BAG #'S:		

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

## STORE COMMUNICATIONS

DAY - Thursday

DATE - 10/21/10

## REGISTER 1 TOP

#### TILL DROP LOG

**REGISTER 1 BOTTOM**

## TILL DROP LOG

## REGISTER 2 TOP

## THE DROGELÖD

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Glen	6146445	PMAT	11:40
Kamran	6146437	BR	4:53
Brett	6146431	BYR	11:00

**REGISTER 2 BOTTOM**

## FILE DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dano	64146489	BR	4:17

**REGISTER 3 TOP**

#### TILL DROPOFF

**REGISTER 3 BOTTOM**

TILL DROP LOG

**REGISTER 4 TOP**

THE PROPS LOC

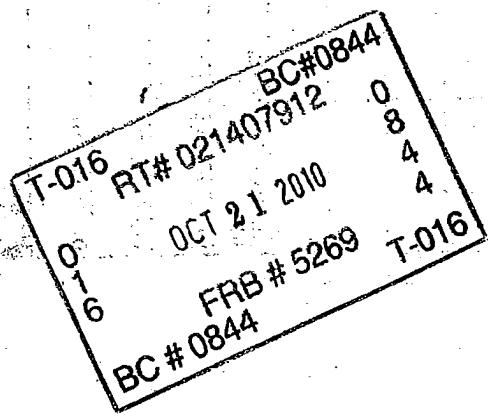
**REGISTER4BOTOM**

**TEL-DROP LOG**

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 24 00 76  
DO NOT DISCARD UNTIL REMOVED FROM LOG WITH VALIDATED RECEIPT  
STAPLE TO CASH MANAGEMENT LOG

117026519

DEPOSIT TICKET		DEPOSITOR INFORMATION											
		NAME		ADDRESS		CITY		STATE		ZIP		TELEPHONE	
CASH		DOLLARS		CENTS									
COIN													
CHECKS LIST EACH NUMBER													
TOTAL		\$0.00		.00									
LINK		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
CAPITAL ONE BANK													
STARBUCKS COFFEE COMPANY STORE #3421 WEST 23RD & 5TH													
1031-1156-0000110812514601													
DEPOSIT PREPARED BY													
DEPOSIT VERIFIED BY													
PRINT NAME													
DEPOSIT BAG													
TOTAL		\$1460.78		.78									
TOTAL ITEMS <span style="border: 1px solid black; padding: 2px;">16</span>													
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED													
TO REORDER CALL 1-888-750-4545 AND REFERENCE ORDER #ZZN54431													
DEPOSIT TICKET													





## Cash Management Log

## STORE COMMUNICATIONS

DAY - Friday

DATE - 10/22/10

D: the Ice Machine Shot Ice at me 20 min before close. I called it in and turned it off (Breaker 33/35 on the fuse box) but you'll have to call and upgrade it to emergency. w/ # 953 5325  
 Plus theres a thing on the fridge catching the water from the AC that needs emptying. Yay.

Blake: Fred & I couldn't punch - no mgr. Aut. code.

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	W1466474	MMT	11:05
Al Dajan	6146475	BR	6:33

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Britt	6146475	BSR	12:07

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Allen	W1466473	MMT	12:15
Eraby	6146473	BR	6:30

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
U7	W1466477	MMT	3:55

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

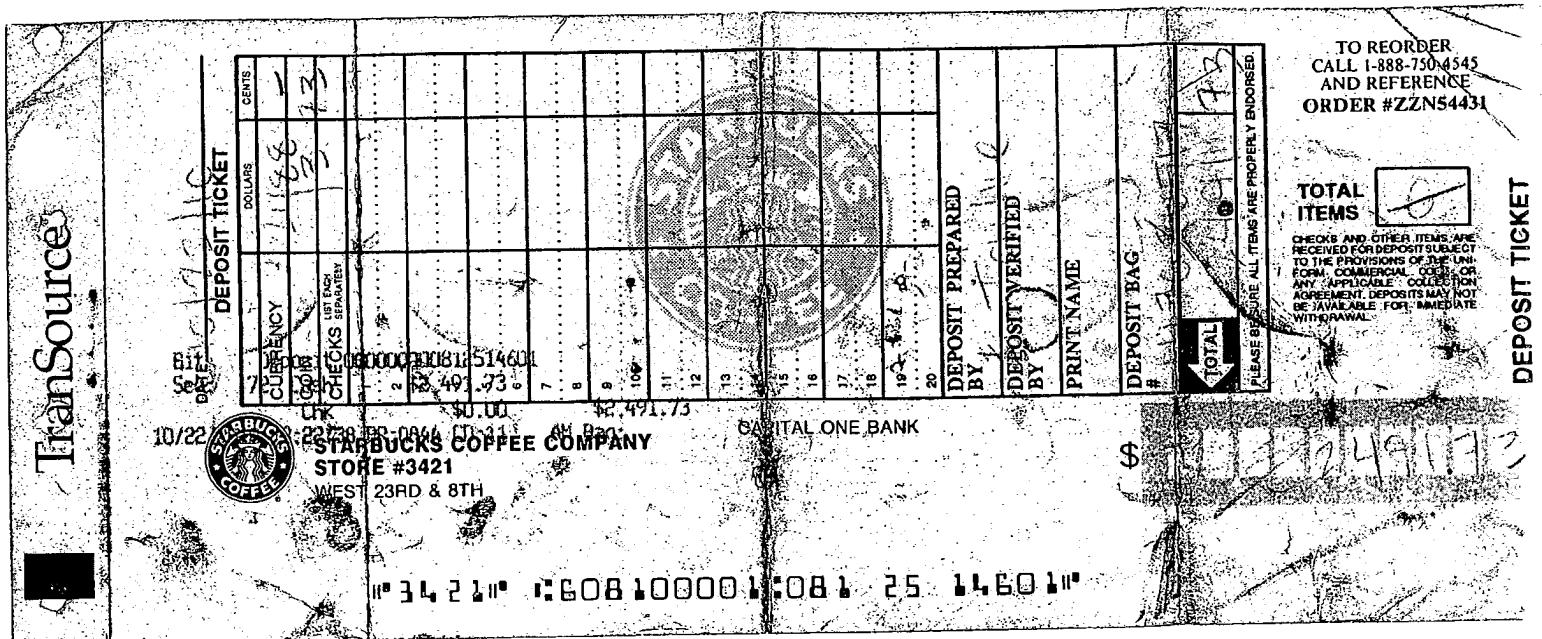
## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

117026517

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 1401.73  
DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT  
DATE 10/22



DRB 04262

P-250

Q-500 / 805

N-30

## Cash Management Log

DAY- Friday DATE - 10/22/10

## SAFE COUNT

NAME	OPEN:	MID 1: UZ		MID 2:		MID 3:		CLOSE: Brett	
SAFE COUNT	START	END	START	END	START	END	START	END	
TIME	5:06	10:40	11:00	3:50				9:06	12:01
\$0.01	11	11	11	56				33	31
\$0.05	6	6	6	34				34	32
\$0.10	90	90	90	220				320	315
\$0.25	160	160	160	600				600	550
\$1.00	138	138	120	176				178	177
\$2.00	0	0	0	81				0	0
\$5.00	1015	955	077	975				975	955
\$10.00	60	100	100	70				80	100
\$20.00	860	880	770	180				180	240
OTHER \$'s	0	0	100	100				0	0
Total Change Fund	2400	2400	2400	24				2400	2400
# Tills/Total \$	4/200	0	0	0				0	400/200
# Till Drops	T	0	0	100M				2	Lat Lock
Cust. Recov. Cert.	51	54	54	54				54	54
P-Card	0/N	0/N	0/N	0/N	Y/N	Y/N	Y/N	0/N	Y/N
# Tip Bags	T	5	5	100M				Lock	Lock
Comments:									

## Report Store Operating Funds

Signature:

\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller:	UZ	Taken By Cash Controller:	UZ
Preparing Deposit:		Date to Bank:	10/22
Start Time:	12:25	Time to Bank:	1:00
Deposit Bag #:	1196210517	Deposit Bag #:	1196210517
Deposit Witness		Banking Witness	
Deposit \$:	7491.73	Bank Validated \$:	7491.73
Completion Time:	12:50	Bank Validation Time:	1:00
Change Order \$:	805	Change \$ Received:	805
Comments:		Comments:	

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1196267	DQ	52179157	UZ	8:40
1196267	DP	52179157	DP	8:40

## DM VERIFICATION

DM Signature: Date Reviewed:

Comments:

\*Witness on tip drop removals must be the scheduled cash controller.

PARTNER #: INITIALS: TIME: CC WITNESS (mandatory): TIME: DROP BAG #S:

## Cash Management Log

## STORE COMMUNICATIONS

DAY - Saturday

DATE - 10/23

Ice machine off again (breaker 33-35)

~~Someone Skipped a page, dogeared to the empty one~~

## REGISTER 1 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kamran	6146419	BR	1:24
Dano	6146409	BR	11:18

## REGISTER 1 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Graby	6146413	BL	6:32

## REGISTER 2 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
D	6146417	TT	1:07
Bratt	6146407	BR	12:19

## REGISTER 2 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Graby (over)	6146421	BR	6:28
Dejan	61461411	BR	6:51

## REGISTER 3 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

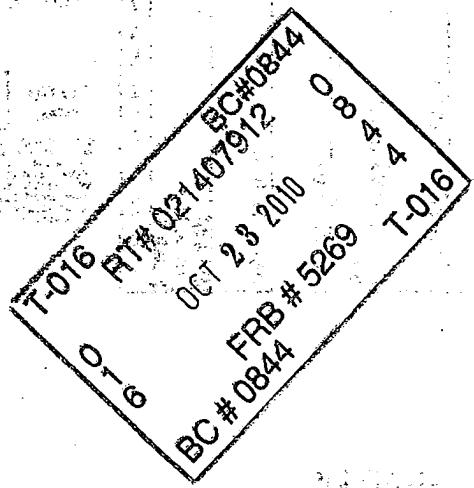
## REGISTER 4 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2638.87  
DO NOT DISCARD UPON REMOVAL LOG WITH VALIDATED RECEIPT  
STAPLE TO CASH MANAGEMENT LOG

1117026518





## Deposit Report

West 23rd and 8th -

Business Date: 10/23/2010

Elizabeth Taillie

## Deposit

Printed on 10/23/2010 11:56:38 AM

ID	Name	State	Current Balance	Open Time
187	Deposit	Finalized	2638.89	10/23/2010 11:47:20 AM

## Reference

Receptacle	Item	Amount	Reason
176 - Starting Till	Cash	551.84	
177 - Starting Till	Cash	40.36	
178 - Starting Till	Cash	1076.58	
180 - Starting Till	Cash	338.55	
181 - Starting Till	Cash	146.50	
182 - Starting Till	Cash	485.06	

## Cash Management Log

DAY- SAT DATE - 10/25/10

## SAFE COUNT

### **Report Store Operating Funds**

Signature: \_\_\_\_\_ \$ Amount Entered: \_\_\_\_\_

**Attach validated deposit slip/courier slip and deposit bag receipt to this sheet**

## DEPOSIT INFORMATION

Deposit Preparation		Deposit to Bank	
Cash Controller Preparing Deposit:	<i>D</i>	Taken By Cash Controller:	<i>DR</i>
Start Time:	<i>11:38 AM</i>	Date to Bank:	<i>10/25/10</i>
Deposit Bag #:	<i>111026518</i>	Time to Bank:	<i>12:39 PM</i>
Deposit Withdrawal:	<i>111026518</i>	Deposit Bag #:	<i>111026518</i>
Deposit \$:	<i>\$1638.89</i>	Banking Witness:	<i>DR</i>
Completion Time:	<i>12:08 pm</i>	Bank Validated \$:	<i>\$1638.89</i>
Change Order \$:	<i>0</i>	Bank Validation Time:	<i>12:31 PM</i>
Comments:	Comments:		

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section

\*Please **initials** and **sign** to confirm that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

**PARTNER TILL AUDIT #2**

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

### PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

**PARTNER TIP REMOVAL (weekly)**

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

## DM VERIFICATION

DM Signature: \_\_\_\_\_ Date Reviewed \_\_\_\_\_

**Comments:**

\*Witness on tip drop removals must be the scheduled cash controller.

## CASH MANAGEMENT TROUBLESHOOTING

**ISSUE: Till is short opening fund when CC counts down drawer after final use.**

## Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

## Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. *Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on Comments section of Safe Count Log.*
4. The shortage in the change bank must be corrected when the deposit is prepared.

**NEXT DAY:**

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. *Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on the Comments section of the Deposit Prep Log.*

**ISSUE: Unassigned till is over opening funds.**

## Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

## Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

**NEXT DAY:**

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

**ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.**

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

## Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

**ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.**

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

## Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

**ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.**

## Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

## Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
  - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

**NOTE:** If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. *After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).*

**ISSUE: Consolidated till drop bag funds do not match MWS deposit total.**

## Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

## Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. *Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).*

**Cash Management Log Policies, Standards & Procedures**

The Cash Management Log must be completed each day. Print legibly and complete in pen.

Store operating funds and tip funds must be secured at all times.

**Till Drop Procedure (Cash Controller):**

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

**Final Use Till Count Procedure (Cash Controller):**

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

**Safe Count Procedure (Cash Controller):**

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

**Deposit Log (Cash Controller):**

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

**Deposit Prep Section Procedure:**

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

**Deposit to Bank Section Procedure:**

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

**Till Audit Procedure (Store Manager):**

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

**Report Store Operating Funds Procedure (Store Manager):**

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 – to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

**Tip Drop Procedure (all partners):**

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

**Tip Drop Removal Procedure**

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as **Witness** and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #s.

**Accountability and Duty to Report**

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792 (866/614-0760 for French-speaking partners).

#### STORE COMMUNICATIONS

DAY - Monday

DATE - 10/25/10

2 Bottom was 50# short. No one used it, but I know change was made from it. Whoever does the deposit should find the \$50. I'm just going to take it from Fred's drawer. I'm assuming David's <sup>has</sup> picked up the extra.

**REGISTER 1 TOP**

## TILL DROP LOG

REGISTER 1101	DROP BAG #	CC INITIALS	TIME
PARTNER NAME	W40345	BMW	11:15
Arthur Dumar	06196387	DP	10:03

REGISTER 210

THE DROP EGI

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	16146375	EM	7:15
Dajuan	16146371	ERAT	2:40
Naiko	06146381	DP	11:17

**REGISTER 3 TOP**

**TILL DROP LOG**

**REGISTRATION**

## THE DROP LOW

**REGISTER 1 BOTTOM**

**TILL DROP LOG**

REGISTER BOTTOM

### TILL, DROP LOG

**REGISTER 3 BOTTOM**

**TILL DROP LOG**

REGISTER A BOTTON

## TEL DROP LOC

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 5733.49  
DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT  
DATE 10/25/12

117026515

TransSource

DRB 04274

## Cash Management Log

DAY- Monday DATE - 10/25/10

### SAFE COUNT

NAME	OPEN: <u>Arthur</u>	MID 1: <u>VZ</u>		MID 2:		MID 3:		CLOSE: <u>TL</u>		
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	6am	7:45am	7:45	3:30					3:42	11:15
\$0.01	24	24	24	16					18	16
\$0.05	18	18	18	17					12	10
\$0.10	275	275	275	225					235	235
\$0.25	410	410	410	360					360	340
\$1.00	118	118	118	130					130	118
\$2.00	0	0	0	0					0	0
\$5.00	5	5	5	1335					1335	1335
\$10.00	210	210	210	60					90	110
\$20.00	1340	1340	1340	220					220	240
OTHER \$'s	0	0	0	0					0	0
Total Change Fund	2000	2000	2400	2400					2400	2400
# Tills/Total \$	2/200/145	0	0	0					0	40200
# Till Drops	4	4	lock	lock					TL	TL
Cust. Recov. Cert.	54	54	54	54					54	52
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	24+	24+	lock	lock					TL	TL
Comments:	2 tills was \$8 short from instant									

### Report Store Operating Funds

Signature: \$ Amount Entered:

**Attach validated deposit slip/courier slip and deposit bag receipt to this sheet**

## DEPOSIT INFORMATION

Cash Controller	U2	Taken By Cash Controller	U2
Preparing Deposit:		Date to Bank:	10/25
Start Time:	12:05	Time to Bank:	7:00
Deposit Bag #:	117021515	Deposit Bag #:	117021515
Deposit \$:	1533.44	Bank Validated \$:	1533.44
Completion Time:	17:15	Bank Validation Time:	2:00
Change Order \$:	1500	Change \$ Received:	1500
Comments:		Comments:	

✓ **Deposit Prep:** confirms that no initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

as departure to bank account # are accurate and recorded in the Deposit to Bank section

PARTNER TILL AUDIT #1

Store Manager: \_\_\_\_\_  
Date: \_\_\_\_\_  
Partner Name: \_\_\_\_\_  
Register ID: \_\_\_\_\_  
Over/Short \$: \_\_\_\_\_  
Comments: \_\_\_\_\_

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

**PARTNER TILL AUDIT #3**

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

**PARTNER TIP DROP LOG**

PARTNER B	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
John	JW	52-179463	SG	9:17
		52-179464	SG	9:17

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

**PARTNER TIP REMOVAL (weekly)**

PARTNER #:	C-SCOPO	INITIALS:	CB
CC WITNESS (mandatory):	SWA	TIME:	12pm
DROP BAG #S:		S21794672 S21794591 S2179461 S2179455 S2179480 S2179456 S2179458 S2179761	

## Cash Management Log

## STORE COMMUNICATIONS

DAY - TuesdayDATE - 10/26/10

## REGISTER 1 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	06146393	GT	1:52

## REGISTER 1 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kamran	06146379	GT	4:11

## REGISTER 2 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Daj'aan	06146377	DP	8:53

## REGISTER 2 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	06146383	GT	1:33
Dario	06146369	DP	11:10

## REGISTER 3 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

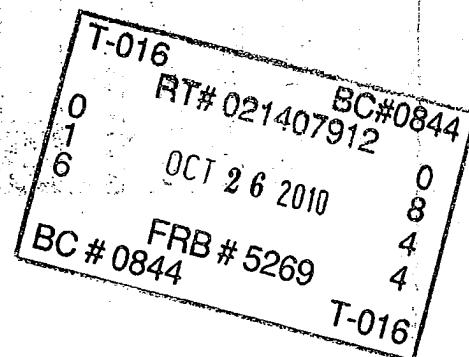
## REGISTER 4 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 74084.86  
DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT  
DATE: 10/26/10

117026514

NOTE		DEPOSIT TICKET		 <b>STARBUCKS COFFEE COMPANY</b> <b>STORE #3421</b> <b>WEST 23RD &amp; 8TH</b>																TOTAL ITEMS					
																				1	2	3	4	5	6
CASH		DOLLARS		CENTS																					
CREDIT																									
CHECKS																									
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## Cash Management Log

### SAFE COUNT

### Report Store Operating Funds

Signature: \_\_\_\_\_ \$ Amount Entered: \_\_\_\_\_

**Attach validated deposit slip/courier slip and deposit bag receipt to this sheet**

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller Preparing Deposit:	Arthur Suttor	Taken By Cash Controller:	Arthur Suttor
Start Time:	11AM	Date to Bank:	10/26
Deposit Bag #:	117026514	Time to Bank:	1:00pm
General Memo:	<del>10/26/2014</del>	Deposit Bag #:	11702651
Deposit \$:	2,084.86	Banking Witness:	<del>Arthur Suttor</del>
Completion Time:	12pm	Bank Validated \$:	2,084.86
Change Order \$:	N/A	Bank Validation Time:	1:08pm
Comments:	Comments:		

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

<b>PARTNER TILL AUDIT #1</b>	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

<b>PARTNER TILL AUDIT #2</b>	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

<b>PARTNER TILL AUDIT #3</b>	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

**PARTNER TIP REMOVAL (weekly)**

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*\*Witness on tip drop removals must be the scheduled cash controller.*

## Cash Management Log

## STORE COMMUNICATIONS

DAY -

DATE -

## REGISTER 1 TOP

TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Giz Fred	1146367 1146363	EMT BR	11:45 9:13

## REGISTER 1 BOTTOM

TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	11460345	EMT	1:00

## REGISTER 2 TOP

TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Glen	1146363	EMT	11:20
Blake	1146367		9:16

## REGISTER 2 BOTTOM

TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dawan	1146365	BR	9:10

## REGISTER 3 TOP

TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

TILL DROP LOG			
PARTNER NAME	DROP BAG #	CC INITIALS	TIME